

# State of Connecticut JOB POSTING

## Connecticut State Library Library Aide

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

**Open To:** The Public  
**Position No.:** 34985  
**Unit:** State Archives  
**Location:** 231 Capitol Ave, Hartford CT and 75 Van Block Ave, Hartford CT  
**Schedule:** **Part Time** – 30 hours per week; Monday - Friday  
**Salary:** \$14.58 per hour (CL06)  
**Closing Date:** **September 16, 2013; 4pm – no exceptions**

***The preferred candidate will be self-motivating, have the ability to learn procedures quickly and thoroughly, be able to lift 40 lbs., be able to balance multiple projects, and have experience with Microsoft Office software.***

**PURPOSE OF CLASS:** In the State Library, this class is accountable for performing a full range of basic tasks in providing library services to the public.

**SUPERVISION RECEIVED:** Initially works under the close supervision of an employee of higher grade, works more independently with acquired experience.

**EXAMPLES OF DUTIES:** Performs a wide variety of basic routine clerical duties in facilitating library services; sorts, stacks, shifts and shelves books, periodicals and other library materials; pulls material from shelves; inspects materials for damage; cleans and/or re-houses various types of library material; maintains books including jacketing, marking, labeling and repairing; prepares library materials for issuance to patrons or other addresses; files various types of library material including microfiche, microfilm, etc.; photocopies as instructed; may transport books, material etc.; may use computers; may log material; may lift books; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Ability to follow oral and written instructions; basic interpersonal skills; ability to perform basic clerical tasks such as sorting, alphabetizing and numeric coding.

**EXPERIENCE AND TRAINING:** Any experience and training that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above experience and training requirements should submit ***a cover letter that describes your interest and suitability for the position, resume and application for Examination or Employment*** (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13> ) to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team – SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, Connecticut 06106

**Confidential Fax: (860) 622-4921 (preferred method of submission)**

**Applicants for this vacancy may be used for future Library Aide vacancies at the CT State Library.**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities. Position filled pending clearance of SEBAC/Re-Employment lists.